

## INTERNAL CHECKLIST FOR SUBMITTING LIHTC APPLICATION

- ☐ Inquiry by developer to seek city support of LIHTC as provided by Arizona Department of Housing (ADOH). Currently, calls come to Community Revitalization.
- ☐ Determine if developer's project is viable and verify intention to submit state tax credit application.
- ☐ Developer must complete a city application and pays fee for LIHTC review, at least 30 days prior to the state deadline. Developer supplies 4 hard copies of market study, application and cover letter in pdf format.
- ☐ ADOH supplies Community Assessment Form to be signed by City Manager stating market study has been reviewed and project is supported by the city.
- ☐ Developer supplies market study via email or on CD for staff use. Project is reviewed by internal team.
- ☐ Staff ranks project using internal LIHTC guidelines.
- ☐ A brief, executive summary of the market study is provided to the appropriate councilmember. If they choose to do so, they may draft a letter of support. They will send directly to the state.
- ☐ Simultaneously, the applicant needs to obtain approval from the city's Zoning Administrator on Form 10 to verify zoning of the project.
- ☐ A signed Form 23, states that the project is located in the city's revitalization zone. This is not necessary, but provides extra points to the applicant.
- ☐ Score sheet of staff review is tallied and if it is acceptable, then Letter of Acknowledgement is drafted.
- ☐ Letter of Acknowledgement and Community Assessment Form is signed by City Manager. (Recommend this step changes to the signature from the DCM of Community Services.)
- ☐ Developer is provided with the Letter of Acknowledgement, which is submitted with their state application. The Community Assessment Form is returned directly to the state by US Mail.
- ☐ Award of LIHTC credits is announced by the state.
- ☐ If applicant is not successful the first time, they may reapply in the next cycle for LIHTC credits and the process above is repeated.

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Internal Review Team: Planning, Building Safety, Economic Development and Community Revitalization